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ABSTRACT

The first workshop on the topic of government publications held in Arizona is recorded in these proceedings. The following items were discussed: (1) The Role of the Commerce Department in Government Document Collections, (2) ALA Conference and SRRT on Government Documents, (3) Promotion and Publicity of Documents, (4) Cooperation between Libraries, Exchange and Interlibrary Loan on Documents, (5) Acquisition of Documents, (6) Summation of Federal Document Discussions, (7) State Documents and Classification Scheme, and (8) Summation of State Documents. A list of the workshop participants is appended. (SJ)

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NORTHERN ARIZONA UNIVERSITY
GOVERNMENT DOCUMENTS SECTION

GOVERNMENT PUBLICATIONS. . .

A W A R E N E S S I S T H E K E Y

Proceedings of a Workshop

Flagstaff, Arizona, July 7-8, 1972

Editor: Jane A. Julien

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Flagstaff 1972

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PREFACE

In the fall of 1971 while working on some research about procedures for organization of documents collections, I began thinking about the need for and the possibility of a workshop on government publications in the state of Arizona. I realized that several librarians were working with the same materials, the same problems, and the same procedures--we should get together and compare notes.

My library director, Dr. Frank Schneider, was very receptive to the idea as were the documents librarians at the other two state universities and the Department of Library and Archives.

In February, 1972, I suggested that the documents librarians and other interested persons get together at the Arizona State Library Association Conference in April in Tucson. If there seemed to be enough interest and need, I would go ahead with plans for a summer workshop. ASLA assigned us a room and announced our meeting in the printed program of the April Conference.

Thirty persons attended the meeting, the first formally organized meeting of documents librarians in the state. I presided over the discussions of acquisition, processing, storage, and service of government publications. We also touched on international documents and microforms. We were honored by the presence at our meeting of Mr. Lee Ash, the keynote speaker at the conference, and Mrs. Marguerite Cooley, the State Librarian.

Most of the people in attendance were enthusiastic about the prospect of a two-day summer workshop in Flagstaff. We discovered that we had many ideas, problems, and solutions to discuss and to share. The date for the workshop was set--July 7-8, 1972, at Northern Arizona University Library.

Plans were begun immediately. Mr. Filmore Stanton of the Phoenix Commerce Department Field Office agreed to speak at the workshop. Helen Mayhew of Arizona State University and Mary Sanders of the Department of Library and Archives of the state of Arizona were planning to attend the annual meeting of the American Library Association in Chicago in June and agreed to tell the workshop group about activities regarding documents at the ALA conference. Mary Dale Palsson of the University of Arizona planned to lead a discussion on cooperation, exchange, and inter-library loan. Linda DeFato of Arizona State University would be prepared to discuss the state documents.

Notices were sent to librarians in Arizona and to documents librarians in Utah, Nevada, Colorado, and New Mexico. To cover expenses, we charged a two-dollar registration fee.

The rest is recounted in the following pages. The workshop, the first in Arizona, was a success. Over forty persons attended; the discussions were informative and interesting; new contacts were made; the follow-up activities were many and rewarding. Our group was awarded Round Table status in the Arizona State Library Association and legislation is being proposed regarding state documents. Many lines of communication have opened and many ideas have crossed paths. A follow-up meeting is planned at the next ASLA Conference.

Jane A. Julien
Workshop Chairman
September, 1972

PROGRAM
GOVERNMENT PUBLICATIONS WORKSHOP
Northern Arizona University Flagstaff, Arizona
July 7-8, 1972

Friday, July 7 -- Public Service of Documents

9:00 - 9:30 a.m.	Registration and Coffee - Library
9:30 - 10:00	Tour of Documents Department - NAU
10:00 - 11:00	Mr. Filmore Stanton, Commerce Department Field Office, Speaker
11:00 - 11:30	Questions and Discussion with Mr. Stanton
11:30 - 12:00	ALA Conference and SRRT on Government Documents--report and discussion with Helen Mayhew and Mary Sanders
12:00 - 1:30	Lunch - Faculty Dining Room - NAU Administration Building (No host - $1.15 - payable at luncheon)
1:30 - 2:30	Promotion and Publicity of Documents--discussion with Jane Julien and Helen Mayhew
2:30 - 3:00	Break and Free Discussion Period
3:00 - 4:00	Cooperation between libraries, exchange and inter-library loan of documents--discussion with Mary Dale Palsson and Mary Sanders

Saturday, July 8 -- Technical Services of Documents

9:00 - 10:00 a.m.	Acquisition of Documents--discussion with Mary Sanders
10:00 - 11:00	Processing of Documents--discussion with documents librarians
11:00 - 12:00	Reprints and Microforms of Documents--discussion with Jane Julien
12:00 - 1:30	Lunch
1:30 - 3:00	State documents and Classification Scheme--discussion with Eleanor Ferrall and Linda DeFato
3:00 - 4:00	General wrap-up and random thoughts on documents

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These meetings are intended to be working sessions. Bring ideas, samples, questions, suggestions, experiences that you can share. We will have only one speaker, the others are discussion leaders and resource people.

THE ROLE OF THE COMMERCE DEPARTMENT IN GOVERNMENT DOCUMENT COLLECTIONS

Filmore Stanton
Commerce Department Field Office
Phoenix, Arizona

I. Information on materials that are available from the Commerce Department

A. Census Material
B. Information for the Private Businessman
C. Information on Economic Developments
D. Information on the Economy
E. Information on National Bureau of Standards
F. Information on Policies for Strengthening Economic Relations
G. Trademark and Patent Information
H. Travel Information
I. U.S. Promotion of Exports
J. Weather Bureau Information (climatological maps)

II. Current Publications

BUSINESS SOCIAL INDICATORS (Proposed publication)

CENSUS REPORTS (Weekly, Monthly and Annual)

CHECKLIST OF INTERNATIONAL BUSINESS PUBLICATIONS

FEDERAL PROGRAMS ASSISTING MINORITY ENTERPRISES (Publication on Minority Enterprises)

(All materials listed are available at the Commerce Department Field Office. They can be ordered there directly.)

QUESTION: Are there census materials about Indian reservations?

ANSWER : Yes. There are census materials by enumeration districts which do include the reservations.

SUMMARY :

The Commerce Department publishes material that is valuable to patrons of the government document collection. There is information on several areas of interest ranging from the small businessman to the person who is interested in travel and weather conditions. In addition, the census material makes up a great deal of the publications put out by the Commerce Department.

The government document librarian may want to receive many of the publications dealing with census and business indicators or climatological maps. There were 24,012 publications issued in 1971 by the Commerce Department and an attempt is being made to meet with people who are authorities in the fields for which the commerce publications are intended. Seminars are held and visits to the offices of the businessmen are made with the idea of updating and making the material of more value to these people.

ALA CONFERENCE AND SRRT ON GOVERNMENT DOCUMENTS

Discussion with Helen Mayhew and Mary Sanders

The purpose of the ALA and SRRT on Government Documents conference was to provide an exchange of ideas and increase communication between documents librarians.

There were valuable speakers at the convention who informed the librarians of the proposed materials to better serve the government document users. William Knox from NTIS (National Technical Information Service) told the librarians that NTIS is a customer--oriented agency and research for their government publications is done all over the world. NTIS is increasing its coverage by 10 per cent a year and now includes telecommunication lines. There are many problems that their service has. One of the most important, is getting agencies to list what publications they have available and also encouraging libraries to make maximum use of GPO and NTIS publications.

The publications published by NTIS include Weekly Government Abstract Series, and Government Reports Topical Announcements.

A representative from CIS (Congressional Information Service) stressed that work should be done on improving present depositories rather than establishing new depositories. They are presently working on improving their index so that it will have advantages over Monthly Catalog. CIS in the future is going to index tables within the publications.

The Social Responsibilities Round Table on Government Documents was the first such roundtable to be established. Many proposals and task forces are being formed for the purpose of improving the distribution and use of government documents. Such activities include a clearing house for activities of the National Roundtable. Task forces are working on such problems as improving Monthly Catalog. To accomplish this, pressure will be put on GPO. Misappropriations of money will be investigated. Some form of control needs to be given to the roundtable to stop

government agencies from recalling documents from the depository libraries. Laws regulating depositories are to be reviewed and possibly revised. An attempt is being made to have three depository libraries in each district; make the highest appellate court in each state a depository, and every accredited law library a depository. All three bills are before congress at the present time.

In summary, the Documents Roundtable Task Forces will include federal, international, and state documents and also microforms. All this hopefully will be done through a central clearing house for government documents.

Mary Sanders from the State Department of Library and Archives will be the Arizona State Library Association liason officer between the National Roundtable and the state of Arizona programs.

PROMOTION AND PUBLICITY OF DOCUMENTS

Discussion with Jane Julien and Helen Mayhew

One of the most important areas of Government Documents is promotion and publicity. There are several ways in which you can get the patron to use government documents.

Jane Julien discussed the ways in which Northern Arizona University promotes their documents. At the NAU library, a special attempt is being made to make the patron aware of government documents and their value and use. Many times patrons are not aware of what subjects are covered by government documents and the various types of publications available. Special displays are arranged adjacent to the documents department to let the patrons know what government documents are and how they can be of help to them. ERIC (Educational Resource Information Center) microfiche collection is a heavily used area of the NAU government documents collection and special promotion is made for this area. Individual tours are arranged with classes at the university that might be interested in the materials in the government documents collection. The faculty is also kept well informed of all new publications received by the documents department. Also, bibliographies on special subjects that might be of use to patrons are compiled. This aids in quick access to certain publications for the patron.

Helen Mayhew discussed the ways in which Arizona State University promotes their documents. At the ASU library, subject specialists work with the reference librarians in all areas of the library and inform them of what areas of interests the professors and students have. Freshmen orientations also include a tour of Government Documents and a special attempt is also made to set up individual tours with different professors. Bibliographies are also made on special subject areas. Various kinds of documents are displayed and a newsletter is published.

The University of Utah also includes many of the same government document promotions as the ASU and NAU government document collections do.

All of these promotion and publicity ideas have proven to be successful ways

of making the patron aware of government documents and aiding the patron to use the documents easily.

COOPERATION BETWEEN LIBRARIES, EXCHANGE AND INTER-LIBRARY LOAN OF DOCUMENTS

Discussion with Mary Dale Palsson and Mary Sanders

Cooperation between libraries can include several different areas. Regional depository responsibilities, reference service, interlibrary loan and disposal of duplicate documents can all be shared among the different libraries.

In regard to interlibrary loan, there are several restrictions. Reference materials, rare materials and currently in print materials are not usually loaned between libraries. The lending of microforms is decided by individual libraries. Interlibrary loan is only available to graduate students and faculty.

The loan policy at the Arizona State Department of Library and Archives varies somewhat. Anyone can use their materials, however, publications can only be checked out by people working in State agencies.

Depository libraries may submit all duplicate materials to the Arizona Department of Library and Archives and then they will make available this material to libraries that are in need of documents such as the new Arizona Junior College at Coolidge. The Government Printing Office has no responsibility for duplicate exchange.

SUGGESTIONS AND COMMENTS--

There must be complete cooperation between all libraries, including the public libraries because they presently do or will eventually include Government Documents.

The sharing of subject bibliographies in interest areas between all libraries will prevent overlapping purchases and make available a wider variety of materials for the patrons. A system for a mailing list will be devised at a later date and suggestions are welcome.

A list of large special acquisitions in each library will be sent to other libraries. This will help in interlibrary loan and acquisitions.

ACQUISITION OF DOCUMENTS

Discussion with Mary Sanders

The Document Expediting Project is now in effect and is a function of the Library of Congress. This project provides depository libraries with publications they do not automatically receive from the Government Printing Office.

There are several publications that aid in acquisitions of government documents. The U.S. Book Exchange has an order form for government documents. The Annotated Guide to the Social Sciences and Information and the Congressional Quarterly Guide to the Congress of the U.S. aid in acquiring different information from government publications.

Materials that are not obtained from depository shipping lists will be searched by Ludwig Company in Tucson, Arizona and sold to anyone who needs this service.

Discussion groups then met to discuss the acquisition and processing of government documents. In these discussion groups, checking card files, record keeping, classification systems, examples of reference tools and indexes were all shared and different methods of organization of government documents among the libraries were compared.

SUMMATION OF FEDERAL DOCUMENTS DISCUSSIONS

Ideas, problems and solutions involving the promotion and publicity of documents, cooperation between libraries, disposal exchange and inter-library loan of documents, as well as aquisition and processing of documents were all discussed among the government document librarians. An exchange of ideas, communication and cooperation was established.

Proposals for the future include becoming a Round Table in the ASLA. A committee was established to lay the groundwork for such a proposal. The members

are:

Jane Julien, NAU
Helen Mayhew, ASU
Mary Sanders, State Library & Archives

Many preparations must be made such as drawing up a petition to be presented for membership as a Round Table in the ASLA. After the petition is accepted, a constitution must be drawn up and officers and membership must be established.

In the future, there could possibly be an affiliation of this group with the ALA Government Documents Round Table.

STATE DOCUMENTS AND CLASSIFICATION SCHEME

Discussion with Linda DeFato

Report by Loise Muir - State Department of Library and Archives:

The process for distribution of state documents to libraries in Arizona is now a mailing list sent from the State Department of Library and Archives. This enables libraries to select documents that they do not receive from the state agencies. This Checklist of Arizona Documents is sent out quarterly and annually. The libraries then select which documents they wish to receive. These Arizona Documents are also submitted to the Library of Congress for inclusion in the Monthly Checklist of State Documents. For reference to state depository laws see A.R.S. section 35-103.

Classification of Arizona Documents:

The state of Nebraska has recently formed a state documents depository plan. They have a state classification scheme and have requested government funds for a regional center to deposit state documents in all libraries in the state.

The Arizona state classification scheme that is presently being prepared by Arizona State University is based on the Florida scheme for classifying state documents. Each state document is being assigned a number according to its agency then a KWOC Index will be printed out by a computer. The KWOC Index has many advantages in that it includes key word out of context and will be arranged by subject. This should make state documents easily accessible to patrons. This is a very difficult task, however, because each publication must be previewed and the key words assigned. A suggestion to help speed up this process would be to have all agencies publish an abstract of subjects and descriptors of each of their publications.

The State Department of Library and Archives uses the Dewey Decimal System with Library of Congress subject headings to classify their state documents.

The public libraries have the same classification scheme for their state documents. When the new classification scheme is used, consideration of the KWOC Index will be made by the Arizona State Department of Library and Archives.

New Commercial Arizona Publication:

The Greenwood Press Publication is a monthly checklist of state documents. It also has microfiche of state documents. This publication aids in locating state documents.

Proposals:

A working committee of:

Linda DeFato, ASU
Jane Julien, NAU
Helen Mayhew, ASU
Louise Muir, State Department of Library and Archives

has been formed to meet with Mrs. Cooley the Arizona State Librarian on proposed legislation on the state level. This legislation would include a proposal that all state agencies be required to submit enough publications for all depository libraries to the Arizona State Department of Library and Archives, and legislation will be proposed to adopt the ASU classification scheme of state documents if the SLICE six-state program is not adopted.

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SUMMATION OF STATE DOCUMENTS

After discussions on the acquisition of state documents from the Arizona State Department of Library and Archives that are not received from the agencies by each library and a new classification scheme for Arizona Documents, it was decided by the librarians in attendance that legislation should be proposed. This legislation would propose that all agencies must submit a certain number of their publications to the Arizona State Department of Library and Archives. Adoption of the Arizona Classification Scheme was also suggested.

Cooperation between government document libraries was achieved. It was decided that the bibliographies of subject areas compiled by each library be shared and a mailing list be made to insure that each library gets copies of such bibliographies.

A list will be submitted to Mary Sanders at the State Department of Library and Archives of special sets and series of documents. These major sets and series may be available on an interlibrary loan basis.

The committees that were formed will begin working to complete the work started at this workshop. The wider and more effective use of federal and Arizona documents has begun.

APPENDIX I.

NAU GOVERNMENT PUBLICATIONS WORKSHOP
July 7-8, 1972

People in Attendance

Baum, Ester
NAU

Bartlett, Katharine
Museum of Northern Arizona

Blan, Mary Jo
NAU

Bouknecht, Carol
ASU

Christie, Armenette A.
U of A

Cornforth, Dorothea
Sedonda

Coulter, Paul
Prescott College

Curtis, Karen S.
Tucson Public Library

Deay, Jim
NAU

DeFato, Linda
ASU

Downey, Carol
Arizona State Library & Archives

Elrod, Pi
New Mexico Highlands University

Hancin, Marianna
State Department of Library & Archives

Hahn, Eleanor
ASU

Hoffman, Carolyn
NAU

Holladay, Florence
Eastern Arizona College

Jackson, Debbie
University of Utah

Julien, Jane
NAU

Keith, Maye
Yuma City-Cty. Library

Mayhew, Helen
ASU

McCoy, Freda
Unversity of Utah

McGuire, Laura H.
Eastern New Mexico Univ.

Meining, Olive
NAU

Muir, Louise
State Dept. Library & Archives

Mullane, William
Prescott

Palsson, Mary Dale
U of A

Reck, Willyne
Prescott College

Riordan, Mary Louise
U of A

Sanders, Mary
State Dept. Library & Archives

Schneider, Frank
NAU

Stanton, Filmore
Commerce Dept. Field Office

Stoner, Lydia
Phoenix Public Library

Veblen, Susan
Museum of Northern Arizona

Wright, Phyllis
U of A